



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TENNESSEE 38054-5057

IN REPLY REFER TO:

COMNAVCRUITCOMINST 1420.1

11

FEB 05 2001

COMNAVCRUITCOM INSTRUCTION 1420.1

From: Commander, Navy Recruiting Command

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION PROCEDURES FOR CNRC HEADQUARTERS

Ref: (a) OPNAVINST 1420.1

1. Purpose. To establish application procedures for CNRC Headquarters military personnel interested in applying for any enlisted to officer commissioning program.

2. Background. Enlisted to officer commissioning programs provide opportunities for outstanding enlisted men and women to compete for commissioned officer status. Reference (a) is a consolidated manual covering commissioning programs for all Navy officer accession sources.

3. Eligibility Requirements. Eligibility criteria for all programs are contained in reference (a).

4. Application Process. Members interested in applying for enlisted to officer programs must first submit a Special Request/Authorization (NAVPERS 1336/3) through their Department Chain of Command, the Command Career Counselor (CCC), the Command Master Chief (CMC), and the CO Enlisted Personnel. Once this request is approved each service member must assemble their application package and submit it to CNRC as outlined below. Once all applications are received by CNRC's Chief of Staff, a Board of Officers, representative of the specific commissioning program, will be formed to interview all applicants. Upon completion of all interviews the applications will be forwarded to CNRC for final endorsement.

5. Actions.

a. CNRC Code 11. The Military Personnel Division (Code 11) will, upon receipt of NAVADMIN Announcing a specific Officer Commissioning Program, promulgate internal

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CNRC submission timeline requirements. Timelines will be coordinated with the Chief of Staff and Command Career Counselor. Code 11 will prepare the official Officer Board Membership designation letter for signature and distribution.

b. Service Member. All applicants are responsible for ensuring that their application is complete, assembled correctly and meets application submission timelines as established by CNRC. Applicants must ensure that all required documents, to include photographs as necessary, are included in the application prior to submission to their respective Department Directors.

c. Command Career Counselor. The CCC will endorse each request chit to ensure the individual meets all criteria for the Officer Commissioning Program for which they are applying. Upon receipt of the completed application package, with proposed endorsement from the Department Director, the CCC will coordinate the Officer Interview Board membership and ensure all members meet the requirements of reference (a). The CCC will provide board member information to Code 11 who will in turn prepare membership designation letters. When directed by the Chief of Staff the CCC will arrange the location and time of the officer interview board and provide other administrative assistance as necessary. The command career counselor shall maintain a copy of the CNRC endorsed package for each individual.

d. Department Directors. Department Directors will review all packages for completeness and prepare a proposed endorsement that must accompany the application when it is forwarded to the Chief of Staff through the CCC.

e. Chief of Staff. The COS shall appoint a board of officers to conduct appropriate interviews for officer commissioning programs. Upon completion of the board the entire package will be forwarded to CNRC for final command endorsement(s).


G. E. VOELKER

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Distribution:

COMNAVCRUITCOMINST 5216.2S

List I (A only)